Phoenix Program
Process Definition – Accounts Payable

Revised 03-21-2001 Replaces 03-05-1999 version

Process	***Adjustment Voucher***
Process Number	***AP-010***

Description of Process

An adjustment voucher enables the user to enter a Debit or Credit Memo, correct distribution line information and travel expense information. Adjustment vouchers must be related to the original voucher in order to be considered an Adjustment Voucher. Only vouchers to the same vendor can be related.

Input to Process

Necessary correction to a “Posted” Voucher

Output of Process

Correction to original voucher

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Adjustment
Report	APXXX0402 Daily Input Report APXXX0410 Accounting Entries APXXX0419 Travel Expense Report
Inquire	Voucher Voucher Detailed Charges Voucher Accounting Entries Payment Information Budget Control Exceptions Related Vouchers
Process	Budget Update Voucher Posting Payment Posting

	Journal Generation

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step1**: Receive Debit or Credit Memo** A debit or credit memo is received from vendor. Create Adjustment voucher when an increase or decrease needs to be related to a pre-existing voucher. On the Adjustment Information panel enter the debit and/or credit memo information (positive or negative amount and invoice number), date and vendor ID. Only vouchers with the same vendor ID can be linked. To establish a link between the adjustment and the original voucher, enter the original voucher number in the Related Voucher field. Related Voucher is required before an Adjustment voucher can be saved. Adjustment vouchers must be linked to the original voucher in order to be considered an adjustment voucher. Enter the chartfields associated with the adjustment on the Adjustment Line Information and Charges panel.	Agency
Step 2: **Correct Distribution Line Information** **Correcting the Program Code or Fund for a paid voucher requires a 4-line adjustment entry**. The gross amount must be zero on the Adjustment Information Panel. Relate the adjustment voucher to the original voucher. Reverse out the incorrect chartfield values (negative amount) on the first line of the adjustment and add the correct chartfield value (positive amount) to the second line. Reverse out the incorrect chartfield values (positive amount) to the cash account on the third line of the adjustment to return cash back to the incorrect values. Add the correct chartfield values (negative amount) to the cash account on the fourth line of the adjustment to reduce cash from the correct values. **Correcting the Organization, Project, Subclass or Account number for a paid voucher requires a 2-line adjustment entry.** The gross amount must be zero on the Adjustment Information Panel. Relate the adjustment voucher to the original voucher. Incorrect chartfield values should be entered on line one with a negative amount and the correct chartfield values should be entered on line two with a positive amount.	Agency

Step 3: **3rd Party Voucher Correction** **Correcting the Recipient for a paid voucher.** Create an Adjustment Voucher and relate it to the original voucher. The gross amount must be zero on the Adjustment Information Panel. On the Line Information and Charges Panel for Voucher Line one, you must enter a negative amount for the incorrect recipient. Click on the 3rd Party Recipient check box and enter the incorrect Recipient. Voucher Line two, you must enter a positive amount for the correct recipient. Click on the 3rd Party Recipient check box and enter the correct Recipient. **Adding the Recipient for a paid PO Voucher.** If a user enters a PO Voucher for travel or per diem they will need to enter an adjustment voucher to identify the Recipient. The travel and per diem report does not reflect PO Vouchers. Create an Adjustment Voucher and relate it to the original voucher. The gross amount must be zero on the Adjustment Information Panel. On the Line Information and Charges Panel for Voucher Line one, you must enter a negative amount for the vendor's chartfield values. This line will reduce the expenses for the vendor. On Voucher Line two, you must enter a positive amount for the Recipient chartfield values. Click on the 3rd Party Recipient check box to add the Recipient. This line will identify the recipient expenses on the travel and/or per diem report.	Agency
Step 4: **Overnight Batch Processing** The following processes occur during overnight processing; Budget Checking, Voucher Posting, Payment Creation (if applicable), Journal Generation, and Report Generation.	Financial Systems Solutions
Step 5: **Review Reports** Review appropriate reports to ensure that entries processed as desired. P/S Rpt# — Description APXXX0402 — AP Daily Input Report APXXX0408 — Payment Activity Report APXXX0410 — Accounting Entries Report APXXX0419 — Travel Expense Report	Agency

Forms Used with Process

N/a

Process Flow Diagram (if appropriate):

N/a

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid/Mindy Byram	DOAS Project Lead			3-26-01
D.D. Cooper	Design Analyst			03-05-99
HAdams,revised	Design Analyst			3-26-01